

# Approved Minutes BHS IMPA Meeting, 11/08/2018

Written by Kimberly King Poplawski

Board members present: Sara King, Gwen Burak, Beau Bryson, Ryan Woodworth, Jennifer Dunn, Marc Vick, Kim King Poplawski, Christy Shoemaker, Rhonda Davie, Kathy Leftwich, Diane Harpold, Jacquie McKenna, Jean Hall

Representing Choir parents:

Parent guests:

*Introductions of Board and guests.*

*October Minutes:* Motion to approve minutes from October 2018 was approved.

## 1. Teacher Reports

- **Band:** Jennifer said concert band is going very well and that band camp was awesome. Beau seconded that, saying everyone had a great time. It was unfortunate that some kids who also do theatre had to miss one or the other, but that's the way the timing went this year. Although the band program is smaller this year, the same number of students attended the band camp as in previous years, so that's great. This year it was at Snow Mountain Ranch; the bus situation (driver shortage) is definitely impacting the departure time. Wind Ensemble is working hard to prepare for their concert, as are the jazz students. Beau was impressed that some of the jazz students who don't normally solo are going for it this time.
- **Orchestra:** Ryan said his students are working hard for their concert. Two chamber ensembles practiced together after school. The butter braid and Ozo coffee fundraiser going well; he'll contact Diane to talk about how to handle finances. Ryan asked if it was okay to downsize the orchestra program from the full color program that was done in the past in order to save money; the board agreed this was a good time to simplify the program. Finally, he reported that the Master Class with Midori was fantastic: over 300 students from Boulder High, Fairview, Monarch, and elsewhere participated, and it felt great to be a part of fine arts advocacy.

## 2. Treasurer's Report

- **Financial Security:** New measures need to be enacted due the fraud issue we encountered last month. Diane and Sara propose that a verbal okay between the treasurer and the chair be required for anything over \$1,000. If unable to reach the chair, it will be okay to get the vice chair's verbal approval. Two signatures will be necessary for checks of \$3,000 or more. The teachers will notify the treasurer if there's a large expenditure (over \$1,000) that they are putting on the debit card. These new security measures will need to be added to the formal budget policy. Rhonda motioned to approve, Marc seconded, and the motion passed.
- **Western State:** Following Kip's tradition, Ryan purchased hotel rooms with IMPA's tax exempt status for other BVSD high schools attending. He invoiced the respective schools and is beginning to receive reimbursement checks. *It was agreed that this "fronting" of funds should not be done in the future.*
- **Sam's Club Cards:** Concessions upgraded their account to take advantage of the money back they then receive on their purchases.
- **Budget:** Participation funds continue to be lower than they were at this time last year; approximately \$2,500 less. We've currently collected almost \$15,000. Not sure why donations are down; there have been multiple reminders. Sara suggested that we put an insert into the concert programs to further reach out to parents. There's about \$3000 in the orchestra trip fund, mostly from grocery cards. The restaurant fundraisers have not yet been added, and Diane's curious to see what that amounts to. The instrument fund is low as we have not yet launched this year's fundraiser, with the exception of the spirit bracelets, which are still available for sale. The Coffelt

Fund is also currently down, as scholarships were recently awarded, most of which went towards the orchestra trip.

- **Music Scholars:** Just received a check for \$11,000 from the generous anonymous donor who contributes yearly.
- **Grocery Cards:** Please use these and tell your friends! Money earned via grocery cards supports that school year's instrumental music trip.
- **Other:** We need to let Kip know that parents are having problems paying this year's travel company. Apparently their emails are incorrect. Kip has known these trip directors for a while, but this is the first year they've used their company.

### 3. Instrument Fund Drive

Marc continues to work on the letter that will go out to parents, former donors, and other community members shortly. He would like to include the wish list: a new bass clarinet, a bari-sax, money for new strings for orchestra instruments, and new cellos with bows and cases.

Beau told us that normally, high schools charge fees in the range of \$300-\$400 to participate in band and orchestra and often charge for concerts. Instead, we ask for a \$185 donation, which is the same as sports. Yet, only 24% of our families pay the participation donation. The district does not allocate any money for maintenance and replacement of musical instruments. He is frustrated.

Ryan suggested we launch the instrument fund drive now, and make an appeal to parents again in February or March to please pay their participation donation if they haven't done so, with all donations needed by May 1st.

Sara will also make the plea that participation donations are essential at the concerts on behalf of IMPA. Insert will be added to the concert programs as well.

### 4. Upcoming Events

- Tuesday 11/13: Jazz Concert
- Wednesday 11/14: Centennial MS Band Concert w/ IMPA presentation
- Thursday 11/15: Band Concert
- Tuesday 11/27: Wreath and plant distribution
- Tuesday 12/4: Orchestra Concert
- Wednesday 12/5: Centennial MS Orchestra Concert w/ IMPA presentation
- Friday 12/14: Concerto Competition (application deadline Nov. 14, parents encouraged to attend).

### 5. Fundraising

- **Wreath and Flower Sale:** Risë Keller kindly managed this year's sale although her daughter is no longer participating in the music program. We will need a new person to take this over next year. Participation in the sale was low this year, with only 36 sellers out of 313 taking part. However, \$2,200 was raised for student accounts, which is a decent amount and important for those students who want to add to their student accounts. Our top selling student earned approximately \$350 toward their account.
- **Butter Braid and Ozo Coffee Sale:** This sale is also open to both band and orchestra students, so they can add to their student accounts. Students receive \$5 to \$6 for each braid that they sell. Orders are due Dec. 4 and pick-up will be on Dec. 14.
- **Volunteers Needed:** As always, we continue to be in need of volunteers to help with fundraising activities. Please come to IMPA meetings or contact our chair, Sara King, to find out how you can help.

### 6. Concert Recordings

- **Proposal to sell digital recordings:** IMPA needs to sell approximately 20 CDs per concert to break even with what is paid out to Far and Away Studios, who professionally records all Boulder High concerts. We usually do not sell that many CDs and so IMPA subsidizes the recording. Sara proposes that we move to selling a digital download in the hopes that it improves sales. It's also easier and less time consuming for Far & Away. She proposes that we sell the link at concerts for \$10 and then email it when the recording is ready. This was approved by the board.

**Actions:**

- *Finish instrument fund drive letter and get it out around the holidays. Send another plea for participation donations in February or March (this is still be considered - it may take away from the instrument fund drive). Speak about necessity of donations at concerts.*
- *Talk to Mia about setting up system for parents to order digital downloads of BHS concerts on IMPA website.*
- *Continue to urge parents to volunteer their time for IMPA endeavors. At this time, we know that in 2019-2020 we will need a vice-chair, a new concessions co-chair, and coordinators for the wreath and flower sale, publicity, and volunteer sign-ups.*

***Next IMPA meeting is scheduled for Thursday, January 17, 2018 from 5:00-7:00 pm.***

**IMPA Board for 2018-19 School Year**

**Chair:** Sara King

**Vice Chair:** Gwen Burak

**Secretary:** Kimberly King Poplawski

**Financial Secretary:** Rhonda Davie

**Treasurer:** Diane Harpold

**Concessions:** Kathy Leftwich and Jacquie McKenna

**Coffelt Scholarships and Music Scholars Program:** Zoe Kircos

**Wreath & Flower Sale:** Risë Keller

**Instrument Fund Appeal:** Marc Vick

**Web Site:** Jen Lewon (updates); Mia Mestdagh (design consultant/implementation)

**Volunteer Coordinator:** Christy Shoemaker

**Grocery Cards:** Jean Hall

**Publicity:** Kathy Leftwich

**Instrumental Music Teachers:**

*Wind Ensemble, Music Theory & Jazz Bands:* Beau Bryson

*Orchestra:* Ryan Woodworth

*Concert Band:* Jennifer Dunn